SiteManager: Agency Standard Operating Procedure for Contractor Data Records

To create sample records for Quality Control testing follow these instructions (NOTE: one SiteManager (SM) sample/record is created to represent one lot of production. This sample/record includes testing templates for the six random samples in that lot and the temperatures associated with that lot. Individual SM samples/records are created for each aggregate, coarse or fine. A non-random SM sample/record is created for each individual non-random test):

1) Open SiteManager in Citrix ➔ Materials Management(+) ➔ Sampling and Testing(+) ➔ Sample Information

NOTE* It is important that you save each tab after entering new information

A) On the ***1st tab*** the information fields should be filled out as follows:

2) **Smpl Type:** i.e. Quality Control

3) Material: codes are as follows
   - **490.30** for Bituminous Concrete-Superpave
   - **704.10A25** for Coarse Aggregate **1"**
   - **704.10A19** for Coarse Aggregate **3/4"**
   - **704.10A12** for Coarse Aggregate **1/2"**
   - **704.10A12B** for Coarse Aggregate **1/2" (#2)**
   - **704.10A9** for Coarse Aggregate **3/8"**
   - **704.10A9B** for Coarse Aggregate **3/8" (#2)**
   - **704.10DSS** for Fine Aggregate **Dry Stone Screenings**
   - **704.10DSS2** for Fine Aggregate **Dry Stone Screenings (#2)**
   - **704.10NASA** for Fine Aggregate **Natural Sand**
   - **704.10WMS** for Fine Aggregate **Washed Manufactured Sand**
   - **701.10WSS** for Fine Aggregate **Washed Stone Screenings**
   - **704.10WSS2** for Fine Aggregate **Washed Stone Screenings (#2)**
   - **704.10RAP** for **Recycled Asphalt Pavement**
   - **704.10RAS** for **Recycled Asphalt Shingles**

   Material codes can be typed in exactly as they appear hear in bold, or right click in the field and scroll to find the correct materials code. A **490.30** record will be created once per lot for all random sample testing. You will add templates for each test (gradations and volumetrics) on the 5th tab in SiteManager.

4) **Sampler:** represents the QC working the project. This is usual the first letter of the first name followed by the last name. However, some samplers will not use their full last

name. It is best to right click and search for a QC when entering their name for the first time.

5) **P/S:** i.e. PIKE IND (702) - WATERFORD, VT or PIKE IND PIT - WATERFORD, VT

Random Sample/Non-Random Sample record: P/S = Plant you are working at.
RAP record: P/S = Plant you are working at.
Coarse & Fine Aggregate record: P/S = where the material comes from. This information is on the Mix Design.

6) **Mnfctr:** i.e. PIKE IND (702) - WATERFORD, VT or PIKE IND PIT - WATERFORD, VT

Random Sample/Non-Random Sample record: P/S = Plant you are working at.
RAP record: P/S = where the material comes from. This information is on the Mix Design.
Coarse & Fine Aggregate record: P/S = where the material comes from. This information is on the Mix Design.

7) **Intd Use:** i.e. Starksboro-Hinesburg STP2930(1)

The intended use field consists of project name and number for all records created for contractor data.

8) **Repr Qty:** .000 Cubic Yards/Tons

Represented Quantity should be left at .000 for all records created for contractor data. In the adjacent drop box select the proper units for the project. Random Sample records will consist of either **Tons** or **Metric Tons** and all other records for aggregates will consist of either **Cubic Yards** or **Cubic Meters**.

9) **Lab Reference / Type:**

For **Random Sample** records this field should be populated with the LOT #. Producers typically follow the same Lot practice as the state (cumulative lots). This means that you will not create a new lot for the contractor until you create a new lot for your QA testing. In this case lot numbering should coincide with your QA lot number (i.e. LOT01, LOT02, etc). Producers still have the option to run on daily lots so each day will be a new lot. Day 1 = Lot 01, Day 2 = Lot 02, etc.

If the QC is performing a **Non-Random Sample** (or Process Control) test you need to create a new record in SiteManager separate from the random sample records. In this case, **Lab Reference / Type** should be populated with NR01 for the first non-random (additional) test, NR02 for the 2nd, etc.

For all **Aggregate Materials** the Lab Reference / Type should represent the material you are creating the record for. For example, Washed Stone Screenings = WSS; Recycled Asphalt Pavement = RAP; 3/8" aggragate = 3/8; etc.

B) On the ***2nd tab*** information should be as follows:

10) **Smpld From:**

For **aggregate samples** this should read **Stockpile at Plant**
For **random sample/non-random sample** tests this should read **Truck at Plant**

11) **Design Type:** only needs to be filled out for random sample/non-random tests and should be **SUPERPAVE** or **Marshall** dependent on how the mix is being tested.

12) **Mix ID:** When Design Type is used you must select the mix design you are using for the sample. You should right click in this field and select the proper mix design.

13) **Lot / Cntrl Number:** Same as Acceptance Lot numbering convention

For Quality Control lots: first letter of town(s), mix design number (including wma if it is a warm mix design), Lot #

i.e. – Putney-Westminster STP 2946(1) using mix design SP13-676 for Lot #2 = **PWSP13676LOT02**

For **Non-Random** (Process Control) samples should be labeled as non-randoms followed by the number of the non-random performed for that job (**NR01**, **NR02**, etc.).

C) On the ***3rd tab***

14) Contracts need to be added for **Random Sample/Non-Random testing**. Click the blank page icon in the tool bar at the top or File ➔ New. Next, select the proper project from the drop down list. Next, select the proper line item for the project. **LEAVE THE REPRESENTED QUANTITY** at .000

You do not enter any contract information for aggregate samples.

D) On the ***4th tab:***

14) For **ALL** aggregates and random samples: In the first drop down (Type) select **Destination Lab**. In the second drop down (ID) select **PLANTQC**.

E) On the ***5th tab:*** adding templates/tests.

15) For **Random Sample** testing:

*NOTE: When selecting testing templates for a given test select the template that represents the plant that you are working at. All HMA plants will be "selectable" in the queue to add testing templates. The templates for each plant are labeled with their corresponding plant number. For example, PIKE 720, PIKE 800, etc.

Click the "T" icon in the toolbar at the top of the page. When hovering over this icon it reads "Open Assign Tests." ➔ click on "More" ➔ find "Contractor Bituminous Concrete Gradation LIMS," select it and click the arrows to move this template to the right side ➔ find "Contractor Bituminous Concrete Max/Bulk/Volumetrics LIMS," select it and click the arrows to move this template to the right side ➔ add additional gradation and volumetric tests needed by selecting the template on the right side ➔ click "Add Test Run" ➔ and select however many tests the contractor will need. All tests/templates are added in this manner – move desired templates from the left side of the window to the right and add test runs if multiples are needed.

The number of random sample tests needed depends on how the contractor constructs their lots. Most contractors have daily lots and their random sample record created for each day. This means the number of tests given to them in LIMS each day depends on how many tests they will run on each day. An estimate of the daily production tonnage will give you a good idea of how many tests are needed.

If a contractor uses six tests per lot (same as State Inspectors) the inspectors can create lots for the contractor the same way they do for themselves – create a new lot with six sets of testing templates as they are needed.

16) For **Non-Random** testing:

Tests are added the same they are added for random sample testing. The key difference is that a SiteManager record with the corresponding testing templates (volumetrics & gradation) is created for each non-random test performed. This means that regardless of how a contractor utilizes random sample lots you will create a separate sample for all non-random testing. These samples should be created at the contractor's request. All non-random testing performed by the contractor should be documented.

17) For **Temperatures**:

Temperatures are recorded one at a time on individual templates. Temperature templates are added at the same time you add volumetric and gradation templates. After clicking the "T" icon on the toolbar at the top the page and adding the gradation and volumetric templates you will find the "Contractor Bituminous Concrete Temperature Daily" template. Select the temperature template and use the arrows to move it to the right side ➔ highlight the "1" and change it to "9" ➔ Save test runs. Select the ninth temperature → click "Add Test Runs" → change the "1" to a "3." This provides the contractor with the minimum number of temperatures needed for a 3000 tons lot (12).

18) For **Aggregates**

One aggregate test/template represents one stockpile gradation and up to two moisture contents. This is also where contractors enter data for Thin & Elongated and Fractured Face results.

Select the "T" icon on the toolbar at the top of the page → for all aggregates 3/8" and larger select "Contractor Coarse Aggregate Results" and move it to the right side. It is **important** that you select the coarse aggregate template associated with the plant you are at. This is also where you add a template for " Contractor Bulk Specific Gravity/Absorption" (if contractor is recording SPGs for that specific day). You follow this same procedure for all coarse aggregates.

Follow the procedure above for fine aggregates, taking note to select the "Contractor Fine Aggregate Results" template for the specific plant you are at. You can add the SPGs template for the plant you are at if the contractor is reporting SPGs that day.